



Greenhouse Gas Reduction Projects Grant Program

Getting Started on your GHG Reduction Projects

Please use this document as a guide to starting project work under the GHG Reduction Projects Grant Program. Specific questions can be answered by contacting the Energy Office 302-735-3480.

Step 1. Procurement of Products and Services

A. Procurement Guidelines

GHG Reduction Projects Grantees must follow the procurement guidelines outlined in the State of Delaware Small Purchase Procedures:

SMALL PURCHASE PROCEDURES AND THRESHOLDS

<http://gss.omb.delaware.gov/contracting/spp.shtml>

Materiel and Non-Professional Services*

Less than \$10,000 - Open Market Purchase
\$10,000 - \$24,999 - 3 Written Quotes
\$25,000 and over - Formal Bid

Public Works

Less than \$25,000 - Open Market Purchase
\$25,000 - \$49,999 - 3 Letter Bids
\$50,000 and over - Formal Bid

Professional Services

Less than \$50,000 - Open Market
\$50,000 and over - Formal RFP Process

B. Draft the RFP/ Bid Solicitation

If your project triggers formal bidding procedures, you will now draft and release a Request for Proposals (RFP). Follow the bid process outlined by state procurement procedures.

Solicit and take actions to encourage bids from Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) whenever they are potential sources, in addition to any existing customer bidders list already established by your organization. The directory can be found at:

<http://gss.omb.delaware.gov/omwbe/certdir.asp>

C. Conduct the Bid Review

Review bids/proposals according to the procedure outlined in your RFP and select the winning contractor. You must document your procurement process, including all vendors and contractors that submitted bids and any MBE/WBE.

D. Develop a Procurement Contract with the Winning Contractor

The contract **must** include the following:

- A clear and accurate description of the technical requirements for the material, product, or service to be procured (i.e. scope of work).
- Pricing for materials, components, labor and other cost elements.
- A timeline for scope of services to be performed.
- Any other procurement and contractual provisions specific to the grantee, such as requirements from local ordinances.

Step 2. Proceed with Project Work

A. Start the project

After the contract has been executed with your contractor and relevant requirements have been met, you may begin project work. Please notify DEO if you have changed the project timeline as previously submitted.

The contractor should obtain any required permits, ensure the safety and structural integrity of any repair, replacement, construction and/or alteration, and comply with applicable federal, state, and municipal laws, codes, and regulations for work performed under this award.

B. Submit Quarterly Reports to DEO

While your project is underway, you will need to submit quarterly reports to DEO using the *Greenhouse Gas Reduction Projects Quarterly Reporting Form*.

- The reporting form can be downloaded at:
[http://www.dnrec.delaware.gov/energy/ services](http://www.dnrec.delaware.gov/energy/services)

Step 3. Grant Award Payments

A. Submit Invoices to DEO

GHG Reduction Projects Grants will be paid by reimbursement. Reimbursement request will be submitted and processed as needed, but grantees are encouraged to submit monthly. Invoicing instructions and form are available on the GHG Reduction Projects Page of the Delaware Energy Office website:

<http://www.dnrec.delaware.gov/energy>

- Invoices will not be paid if there is an outstanding issue with the quarterly reporting and/or any other grant requirements.
- It is anticipated that reimbursement will be made to the grantee within 30 days of receipt of invoices.
- Invoices should come to DEO directly from the grantee.

Please contact the Delaware Energy Office with ANY questions regarding the procurement process, reporting requirements, or any other program specifics.

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